

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Doug Habermann, Regional Parks Manager or Darla Bruner

ADDRESS: 2300 Lake Elmo Road

CITY: Billings

STATE: MT

ZIP: 59105

PHONE: (406) 254-7342

EMAIL ADDRESS: dbruner@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 16, 2012

APPLICATION DEADLINE: Friday, March 16, 2012 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Education/Interpretation/Collections Assistant **# OF POSITIONS:** One (1)

LOCATION(S): Pictograph Cave and Plenty Coups State Parks

WORK START/END DATES: 5/21/1/12 – 8/15/12 [NOTE: Dates approximate and dependent on length of award]

HOURS/WEEK: Forty (40)

TRAINING/ORIENTATION DATES: TBD

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC.):
\$9.00 per hr

POSITION DESCRIPTION: This position will assist at both cultural parks with educational and interpretive programming and events. They will assist in management of the Chief Plenty Coups collection including objects, archives and photographs. Assist with planning and implementation of weekly nature-based student program, geared toward ages 7 – 11. Provide oral and multi-media interpretive programs, as requested and scheduled. Make visitor contacts and provide general information. Perform routine and special projects, as needs arise.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Successful applicant should have experience leading children, ages 3 – 12 years, be an excellent communicator, highly enthusiastic, flexible, self-motivated, and able to work with minimum supervision. Applicant also should possess basic knowledge of natural sciences, interpretive techniques, good writing skills and experience communicating with persons of all ages, especially students. Artistic and photographic skills and familiarity with computers and audio-visual equipment are desirable. Applicant must possess current driver's license. CPR and standard first aid certifications are a plus but not required.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.): Submit cover letter, resume and two (2) references to contact person/address above.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.) Housing may available on-site. This is in a camp trailer located at either park.